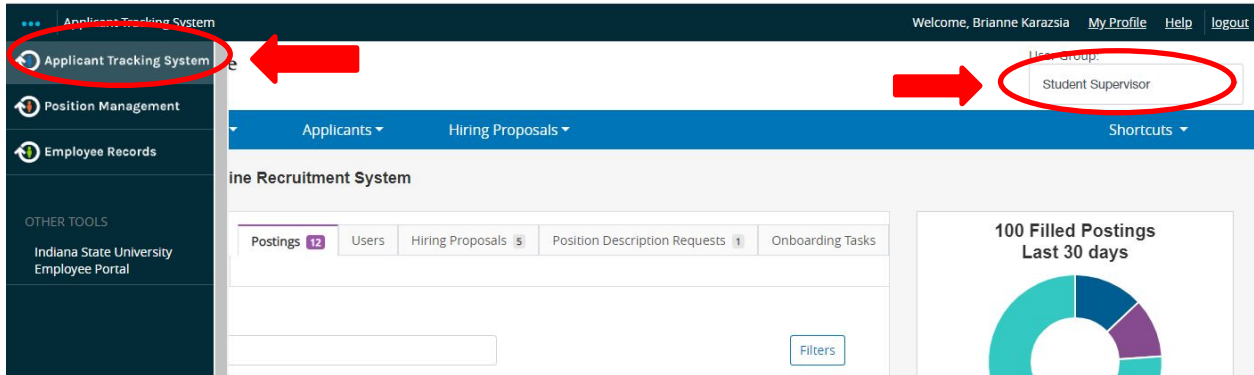


Processing Student Applicants and Hiring Proposals

1. Login using your ATS log in and password. <https://jobs.indstate.edu/hr/sessions/new>
2. Make sure that you are on the Applicant Tracking side, or **Applicant Tracking System** tab (blue header) of the Applicant Tracking System.
3. Check to be sure that your User Group is set to **Student Supervisor**.



4. Select the posting you would like to work on from **Postings** and select **Student**.
5. Select the name of the posting you want to hire the student for.

The screenshot shows the 'Student Postings' page. The top navigation bar includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', and 'Shortcuts'. The 'Postings' tab is highlighted. The 'Student' filter is selected. The page title is 'Student Postings'. A search bar is visible. Below the search bar, a table lists student postings with columns for Job Title, Notice of Vacancy Number, Department, Active Applications, Workflow State, Last Status Update, and Actions. The first row, 'Listening Library Student Assistant', is highlighted with a red circle and a red arrow.

Job Title	Notice of Vacancy Number	Department	Active Applications	Workflow State	Last Status Update	Actions
Listening Library Student Assistant	171773	School of Music	1	Filled	August 01, 2018 at 11:13 AM	Actions
STATE Works KRS Student Office Assistant	ST171774	Kinesiology Recre & Sport	1	Filled	July 20, 2018 at 01:37 PM	Actions
Scott College of Business Student Assistant	ST171783	Dean, Scott College Of Business	3	Hidden Posting	July 11, 2018 at 09:35 PM	Actions

6. Select the **Applicants** tab, located inside the posting.
7. Select the **applicant's last name** whose status you would like to change.

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

When moving items in bulk, please restrict your search to the workflow states you'd like to move items *from*. This will enable the bulk move feature. For example, Search Managers might restrict their search to "Under Review by Hiring Manager" and "HR Approved for Phone Interview" states in order to move candidates to "Recommend for On Campus Interview". Please click on "more search options" below to restrict the search.

Saved Searches ▾ Search **Q Hide Search Options ▾**

Add Column: ▾
 Active/Inactive:
 Workflow State:
 Draft Application?:

Active Applications ✕

"Active Applications" 2 ✕ Delete this search? Selected records 0 ✕ Clear selection? **Actions ▾**
 (Actions)

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input type="checkbox"/>	Wimmer		ST171823	Under Review by Student Supervisor	August 03, 2018 at 08:36 AM	Actions ▾

8. Select **Take Action on Job Application**. You can choose the following options.

- a. **Keep working on this job application** - Use this option if you haven't made a decision regarding the student.
- b. **Interviewing** - Use this option if you are going to interview the student.
- c. **Not Selected- Email Now** - Use this option if you know you are not going to hire this student for the position and you want an email sent to the student now. You will have to provide a reason for not selecting the student. *If you choose this option you cannot go back and hire the student later using this posting*
- d. **Not Selected-Email when posting is filled** - Use this option if you know you are not going to hire this student for the position and you want an email sent to the student after the job has been filled. You will have to provide a reason for not selecting the student.
- e. **Recommend for Hire** - Use this if you are going to hire the student. An interview must occur prior to selecting this option. **An interview MUST occur prior to selecting this option.**

Indiana State University Student Supervisor

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / STATE Works Basic Circulation Stacks Assistant (Hidden Posting) / Applicant Review / [REDACTED] Recommend for Hire Search Results:

Job application: [REDACTED] (Student)
 Current Status: Recommend for Hire
 Application form: Student Employment Application

Full name: [REDACTED] Created by: [REDACTED]
 Address: [REDACTED] Owner: Student Supervisor

Username: [REDACTED]
 Email: [REDACTED]
 Phone (Primary): [REDACTED]
 Phone (Secondary): [REDACTED]
 Position Type: Student
 Department: Library Services

Take Action On Job Application

- Keep working on this job application
- Interviewing (move to Interviewing)
- Not Selected - Email when posting is filled (move to Not Selected - Email when posting is filled)
- Not Selected - Email now (move to Not Selected - Email now)
- Recommend for Hire (move to Recommend for Hire)

Summary Documents Recommendations (0 of 0) History Reports

9. After you have chosen your action select **Submit**. If you chose **Recommend for Hire**, proceed to the remaining steps.

Take Action

Recommend for Hire (move to Recommend for Hire)

Submit Cancel

10. Select **Start Student Hiring Proposal**. This must be completed, in order to get the student hired and on payroll.

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / MAPS Student Assistant (Posted) / Applicant Review / [REDACTED] Search Results:

Job application [REDACTED]
 Current Status: Recommend for Hire
 Application form: Student Employment Application

Full name: [REDACTED] Created by: [REDACTED]
 Address: [REDACTED] Owner: Student Supervisor

Username: [REDACTED]

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- ➕ Start Student Hiring Proposal
- ➕ Start Graduate Assistantship Hiring Proposal
- 📄 Reactivate

11. Select **Start Student Hiring Proposal**. If you are hiring a Graduate Assistantship, select “Start Graduate Assistantship Hiring Proposal”.

Hire Welcome, Beth Farley [My Profile](#) [Help](#) [Logout](#)

Indiana State University User Group: Student Supervisor

Home Postings Applicants Hiring Proposals Shortcuts

Postings / ... / Applicant Review / Jerica Wimmer (Recommend for Hire) / New Hiring Proposal

Starting Student Hiring Proposal

Applicant: [REDACTED]

Posting: STATE Works Basic Circulation Stacks Assistant



12. Enter the **Direct Supervisor's Name**.

Editing Hiring Proposal

- Hiring Proposal
- Hiring Proposal Summary

Hiring Proposal

[Check spelling](#)
* Required Information

Applicant Information

First Name [REDACTED]
Middle Name [REDACTED]
Last Name [REDACTED]
Email [REDACTED]@sycamores.indstate.edu
* Student ID - 991 991 [REDACTED]

Position Information

Job Title Student Employment Programs Student Assistant
Hourly Wage/Salary 8.40
Banner Position Number U04251
Banner Position Suffix 04
Index CARCT
Org Number 0425
Current FTE 1.0

Does this position work directly with minors, in financial areas, or areas with access to sensitive electronic information? If yes, a background check is required for every student hired.

* Direct Supervisor's Name [REDACTED] This field is required.
Direct Supervisor's Title Career Services Executive Director

13. Enter the following information:

- f. Proposed Start Date. Students cannot start working before the date you list. The start date must be at least 5 business days from the date the Hiring Proposal is submitted to Student Employment.
- g. Proposed & Approved Hourly Rate. Indiana State University's current minimum wage for student employees is \$8.40.
- h. Proposed & Approved Starting Salary. If this is not a student salaried position **enter 0.00**
- i. Is this position for Federal Work Study Students Only? **Select Yes or No**
- j. Is this student eligible for Federal Work Stud? **Select Yes or No or Unknown**
- k. Does this position involve community service work for a nonprofit agency? **Select Yes or No**
- l. Does the student need to complete a Criminal Background Check (CBC) form in Student Employment? **Select Yes or No**
- m. Intramural Voucher Expense Account Code. Enter **70270** to reimburse Human Resources for CBC expense, put **None** if not requesting a CBC.
- n. Approvals. Enter the Student Supervisor Name and the current date. If you are also listed as the Department Authorization user, you will enter your name again and the current date. If you are not the Department Authorization user, you will leave those fields blank.
 - i. Be sure to leave the Student Employment Staff and Date fields blank. We will fill that in when we approve the Hiring Proposal.
- o. After all information has been entered select **Save & Continue**.

Hiring Information

Hiring Proposal Number

* Proposed Start Date

This field is required.

Actual Start Date
("Personnel Date")

Job End Date

* Proposed Hourly Rate

8.40

This field is required.

For hourly positions only. If not an hourly position write 0.00.

* Approved Hourly Rate

8.40

This field is required.

* Proposed Starting Salary

0.00

This field is required.

Please do not use comma's. For salary positions only. If not a salary position write 0.00.

* Approved Starting Salary

0.00

This field is required.

Please do not use comma's

* Confirmed Pay Index

This field is required.

* Is this position for
Federal Work Study
students only?

This field is required.

* Is this student eligible
for Federal Work Study?

This field is required.

* Does this position
involve community
service work for a
nonprofit agency?

This field is required.

* Does the student need
to complete a Criminal
Background Check (CBC)
form in Student
Employment?

This field is required.

* Intramural Voucher
Expense Account Code

This field is required.

Approvals

* Student Supervisor

This field is required.

* Date

This field is required.

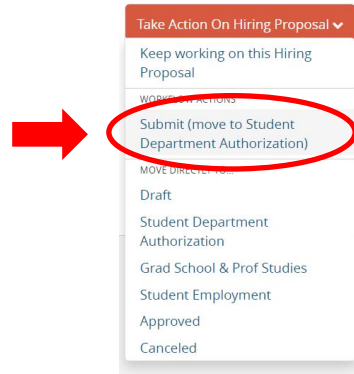
Department
Authorization

Date

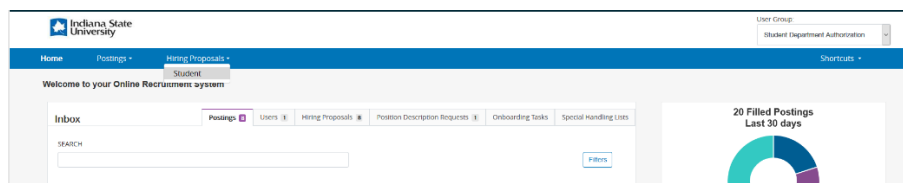
Student Employment
Staff

Date

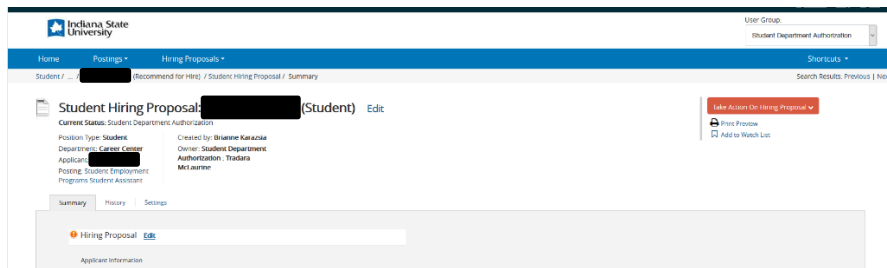
14. Select **Take Action on Hiring Proposal** then select **Submit (move to Student Department Authorization)**. This will then be sent to the individual in your department who has Student Department Authorization Access. If you have Student Department Authorization access, follow the steps below.



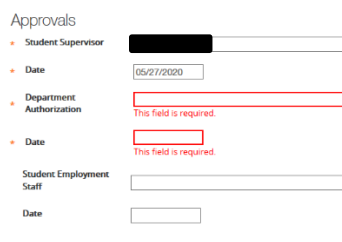
15. If you have Student Department Authorization access, you will need to approve the Hiring Proposal before it is sent to Student Employment Programs. Set you User Group to Student Department Authorization. Select **Hiring Proposals**, then **Student**.



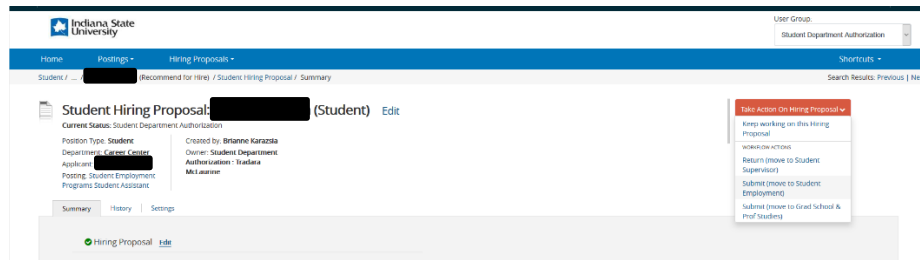
16. Select the last name of the student who's Hiring Proposal you want to approve. If you see an orange exclamation point that means that something is missing on the Hiring Proposal. It is missing your name and date. Select the blue, under-lined text that reads **Edit**.



17. Scroll to the bottom of the Hiring Proposal. All of the student information will have been completed by the Student Supervisor. If all information in the Hiring Proposal is correct, enter your name in the Department Authorization field and the current date. Leave the Student Employment Staff field and other date field blank. Click **Save & Continue**.



18. If there is a green check mark next to the words Hiring Proposal, then it can now be sent to Student Employment Programs. Click **Take Action on Hiring Proposal** and then **Submit (move to Student Employment)**. If there is an error on the Hiring Proposal, you can click **Return (move to Student Supervisor)** and the supervisor can make any needed corrections.



19. Once this Hiring Proposal is approved by Student Employment Programs, students who have never worked on campus will receive an email with instructions on how to complete their new hiring/onboarding paperwork electronically. They will also receive instructions on which pieces of identification they will need to bring to the Student Employment Programs Office. If a student will be working remotely and are unable to physically come into our office, please contact isu-student-employment@indstate.edu to receive instructions on how they can submit their pieces of identification via mail. Keep in mind, this will delay the hiring process because students will need to get copies of their documents notarized.

Once they have completed their paperwork and brought in their documents, the student, along with the supervisor, will receive an Employment Verification Slip via email to show that they have been approved to begin working.

If a student has previously worked on campus, they, along with the supervisor, will receive an Employment Verification Slip via email to show that they have been approved to begin working.

Students are not permitted to begin working until the start date that you listed on the Hiring Proposal and an Employment Verification Slip has been sent to you.